

Louisiana Behavior Analyst Board  
4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, LA 70816

**BOARD MEETING MINUTES: January 21, 2020**  
*(Approved February 18, 2020)*

Committee meetings began at 9:10 a.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Chair, Lloyd Boudloche, Jr. Ed.D. 10:10 a.m. on Tuesday, January 21, 2020 at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana 70816. Present were Board Members: Lloyd Boudloche, Jr., Ed.D., Courtney Wright, Calvin Cryer, Alfred Tuminello, Jr., Executive Director Rhonda Boe and Compliance Officer, Justin Owens. Scott Williamson and Rene Cole were absent. Also in attendance for public hour was Angela Murray.

A motion was made by Ms. Tuminello to approve the agenda for the January 21, 2020 meeting. None opposed and the motion passed.

A motion was made by Ms. Wright to approve the minutes for the November 17, 2019 meeting. None opposed and the motion passed.

A motion was made by Mr. Tuminello to approve the minutes for the December 10, 2019 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Dr. Boudloche moved to enter Executive Session at 10:30 a.m. for credential file reviews.

Dr. Boudloche closed executive session at 11:00 a.m. and the following was reported.

Licensure Applicants 1.20/B, 1.20/C, 1.20/E, 1.20/F, 1.20/G, 1.20/I, 1.20/J, 1.20/K and 1.20/L were approved for licensure.

Licensure Applicants 1.20/A, 1.20/D and 1.20 H were approved for licensure upon receipt of their last original reference letter by mail.

State Certified Assistant Behavior Analyst Applicants 1.20/M and 1.20/N were approved for certification.

State Certified Assistant Behavior Analyst Applicants 1.20/O and 1.20/P were approved for certification upon receipt of their last original reference letter by mail.

The status of other applicants reviewed are contained in the attached report by compliance officer, Justin Owens.

Complaints Committee:

Ms. Boe presented the following report for Ellen Brocato, complaints coordinator:

- 1) Complaint not closed but no new activity.
- 2) The requirements of a previously approved Consent Agreement have been completed.
- 3) Waiting on Consent Agreement reached to be notarized and returned.

- 4) An informal meeting will be offered on this complaint in the next month or two.
- 5) An informal meeting will be offered on this complaint in the next month or two.
- 6) An informal meeting will be offered on this complaint in the next month or two.
- 7) Recommended this complaint be closed as the board has no jurisdiction.
- 8) Investigation still ongoing. Further evidence is being gathered.
- 9) Deadline will be given for decision before proceeding with the filing of Administrative Complaint.
- 10) Letter of Education approved to be sent to respondent.
- 11) Board received information from Mr. Owens to discuss whether a board initiated complaint should be opened. No names were disclosed only the issue. Mr. Cryer made a motion to open a board initiated complaint. None opposed.

(Note: Ms. Cole arrived at 12:05 p.m. and reviewed applicant files 1.20/C, 1.20/D and 1.20/G which as stated above were approved for licensure. Ms. Cole's vote was needed as a board member abstained. Ms. Cole departed the meeting at 1:00 p.m.)

#### Finance Committee:

Mr. Tuminello made a motion to pay the LSBEP January invoice and noted no discrepancies. None opposed. The Reconciliations for December were not available and will be reviewed at the February meeting.

Mr. Tuminello made a motion to increase the salary of the part-time student worker, Savannah St. Pierre, from \$10.00 per hour to \$11.00 per hour. None opposed and the motion passed.

Ms. Boe told the board with the growing number of hearings in addition to board meetings, it would be helpful to have a small refrigerator, microwave and coffee pot for the administrative side of the office. At present, no one can get to the kitchen during a board meeting, hearing, etc. Ms. Wright motioned that Ms. Boe be allowed to purchase these items for the office. None opposed and the motion passed.

The board discussed the future location of the office and the possibility of purchasing a building for office space rather than paying a monthly lease. Dr. Boudloche made a motion to start a separate savings for that specific purpose and moved to authorize Ms. Boe to move \$200,000.00 to CD's for this purpose. None opposed and the motion passed.

#### Jurisprudence Committee:

At the next meeting, Ms. Wright will review the questions with the board that require revisions on the Jurisprudence Exam for when the exam is available online.

#### Legislative Committee:

Ms. Boe informed the board the State Register's Office agreed adding the word "telehealth" to the rule currently in the final stages of promulgation would be considered a technical change. Ms. Boe will present the necessary documents to the Occupational Licensing Review Committee, including this change, for approval at their next meeting.

Ms. Boe informed the board she is still seeking a sponsor for a bill for the 2020 Ordinary Session to put back in place term limits inadvertently deleted by the bill adding a consumer member to all DOH boards. Dr. Boudloche offered to help and will work with Ms. Boe on this task.

Policies and Procedures Committee:

The board discussed the need to update certain policies and procedures. Ms. Boe will have the current policies and procedures requiring updates available at the next meeting for the board to review and revise.

Continuing Education Committee:

A question was posed about a future conference being approved by the board for continuing education hours. After discussion, the board agreed the current policy is to approve hours already approved by the BACB. Ms. Boe was instructed to inform the conference leaders to seek approval and/or guidance from the BACB.

Mr. Tuminello left the meeting at 2:03 p.m.

Supervision Oversight Committee:

No new business.

Long Range Planning:

FARB training is on hold.

Ms. Boe advised the board information she received from different individuals vary and are not consistent with the topic of Open Meetings law as pertains to hearings. Ms. Boe asked the board if she should schedule the board's prosecuting attorney to attend a meeting and clarify this topic. The board agreed Mr. Raines should be included on an agenda in the near future to discuss Open Meeting Laws.

New Business:

No new business.

Discussion Items:

The board discussed the need to review in the future whether or not it is feasible to adjust the fee schedule and/or renewal timeframe. After discussion, the board agreed this was something that will be looked into after the application software goes live.

Executive Director Report:

The Governor has still not appointed the board members voted on in January of 2019. Therefore, the board is delaying setting meeting dates too far in advance so as to accommodate the new member when finally appointed.

The February meeting will be held on February 18, 2020.

Dr. Boudloche adjourned the meeting at 2:49 p.m.

**Louisiana Behavior Analyst Board**  
**Credential Review Minutes**  
**January 21, 2020**  
**(Executive Session)**

*Board Compliance Officer Justin Owens presented the following Line Technician applicants and registrants to the Board for initial consideration:*

**12.19/10** – The Board unanimously moved to approve provided the Criminal Background Check exactly matches the applicant’s statements about prior arrests.

**12.19/11** – The Board unanimously moved to continue registration uninterrupted and begin providing monthly updates. Mr. Tuminello abstained.

**1.20/3** – The Board unanimously moved to approve provided the Criminal Background Check exactly matches the applicant’s statements about prior arrests. Mr. Tuminello abstained.

**1.20/4** – The Board unanimously moved to continue registration uninterrupted and begin providing monthly updates.

**1.20/6** – The Board did not review this application because employment had been rescinded by the supervisor. Due to the seriousness of this applicant’s charges, the Board instructed staff to flag the applicant’s file for review if a future application is received.

**1.20/7** – The Board moved unanimously to approve provide the applicant submits a detailed written explanation of the charges listed in the Criminal Background Check.

**1.20/8** – The Board unanimously moved to approve provided the Criminal Background Check exactly matches the applicant’s statements about prior arrests.

**1.20/9** – The Board unanimously moved to approve provided the Criminal Background Check exactly matches the applicant’s statements about prior arrests.

**1.20/10** – The Board unanimously moved to deny registration until the applicant provides a detailed written explanation of the charges listed in the Criminal

Background Check, and official documentation about the disposition of those charges.

**1.20/11** – The Board unanimously moved to approve provided the Criminal Background Check exactly matches the applicant’s statements about prior arrests.

**1.20/12** – The Board unanimously moved to approve provided the Criminal Background Check exactly matches the applicant’s statements about prior arrests.

*Board Compliance Officer Justin Owens presented to the Board the following Line Technician registrants who self-reported or for whom a rap-back was received:*

**1.20/1** – The Board moved unanimously to continue registration uninterrupted, but to obtain more information about the incident reported by the registrant in order to determine at the next meeting whether the Board should take action.

**1.20/5** – The Board moved unanimously to continue registration uninterrupted with monthly updates. Mr. Cryer abstained.

*Board Compliance Officer Justin Owens presented the following Line Technician registrants to the Board for ongoing monthly updates:*

**12.18/10** – The Board moved unanimously to continue registration uninterrupted with monthly updates.

**1.19/4** – The Board moved unanimously to continue registration uninterrupted with monthly updates.

**6.19/5** – The Board moved unanimously to continue registration uninterrupted with monthly updates.

**7.19/6** – The Board moved unanimously to continue registration uninterrupted with monthly updates.